BEACON Support Team (BST) Sponsor Meeting

July 25, 2006

Agenda

- Project Accomplishments to Date
- Design Session Update & Challenges
- Project Governance
- Upcoming Project Activities
- Appendix: Detailed BST Lead Feedback & Solutions

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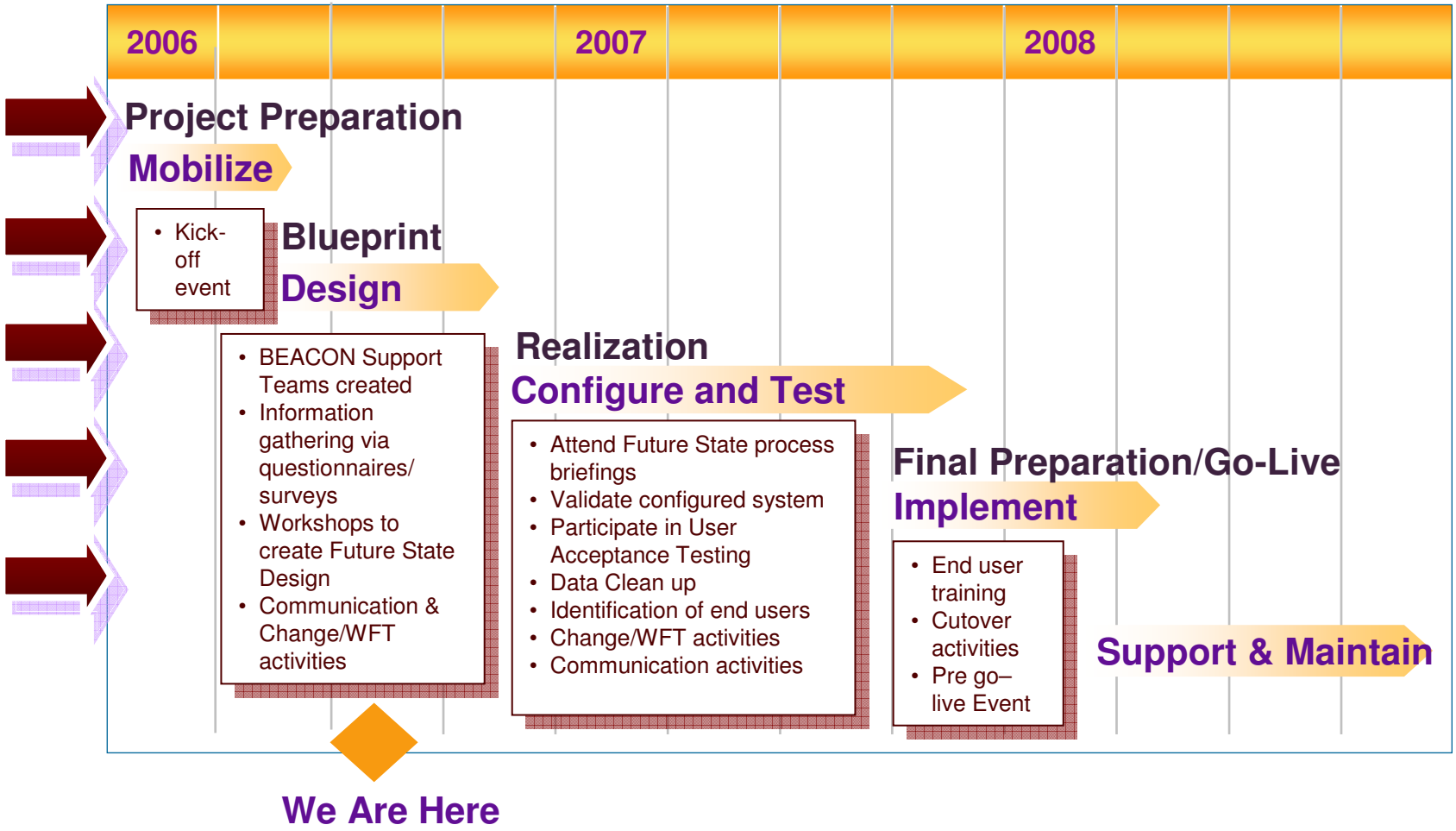
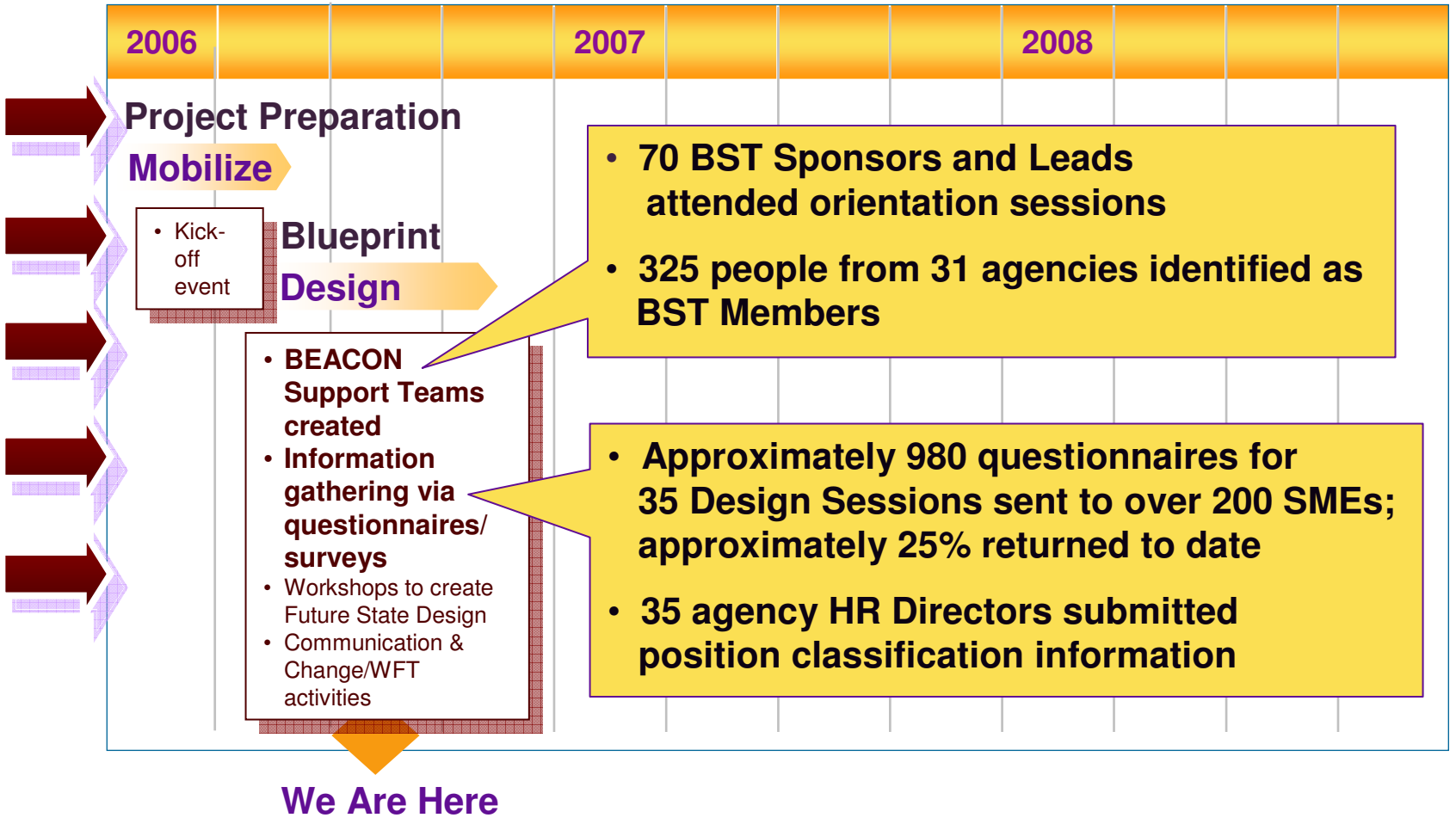
Project Accomplishments to Date

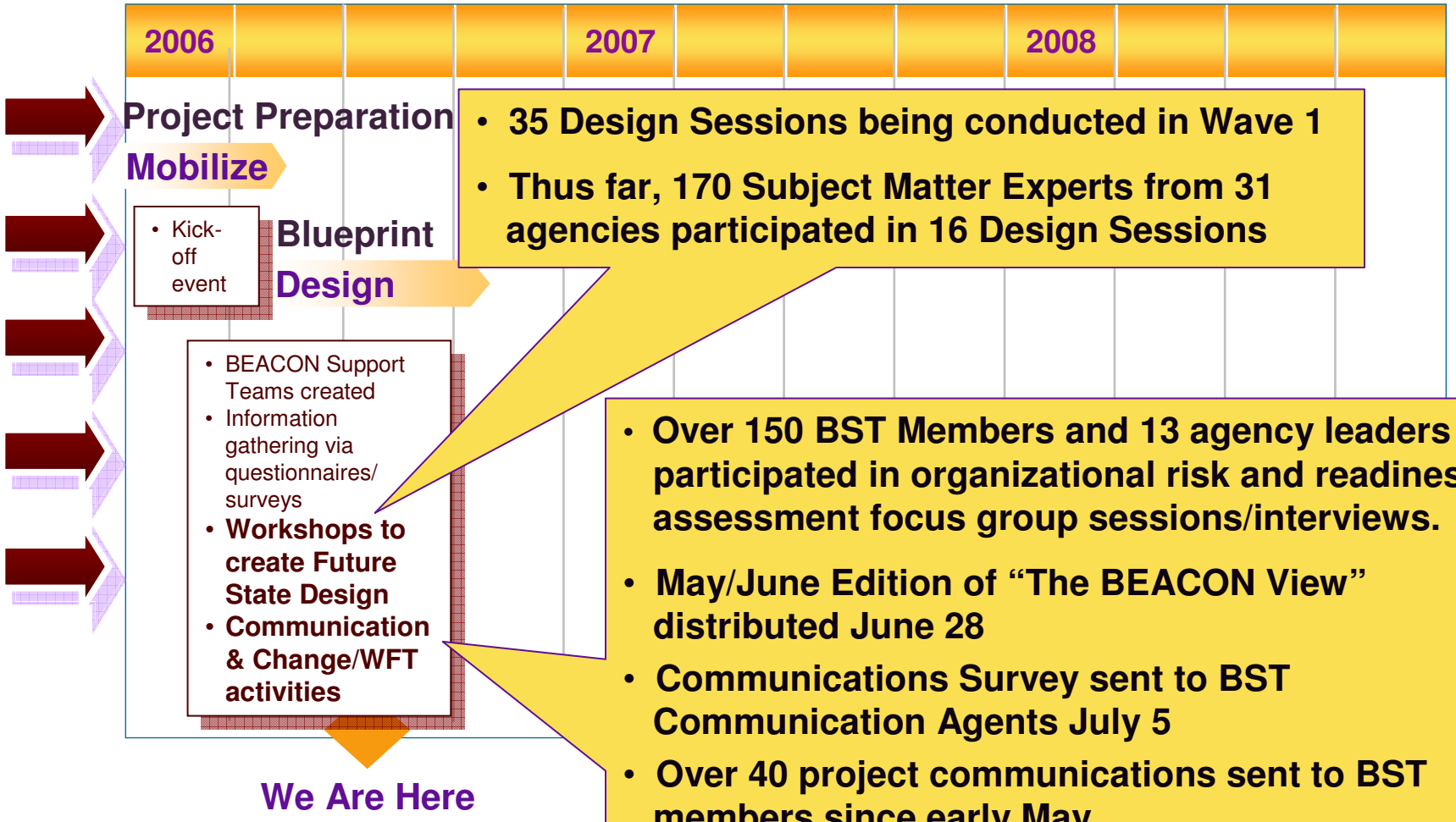
BEACON HR/Payroll Project Timeline



Project Accomplishments To Date



Project Accomplishments To Date



- 35 Design Sessions being conducted in Wave 1
- Thus far, 170 Subject Matter Experts from 31 agencies participated in 16 Design Sessions

- Over 150 BST Members and 13 agency leaders participated in organizational risk and readiness assessment focus group sessions/interviews.
- May/June Edition of "The BEACON View" distributed June 28
- Communications Survey sent to BST Communication Agents July 5
- Over 40 project communications sent to BST members since early May

BEACON
HR & PAYROLL

Project Accomplishments To Date

Thank you!

Design Session Update & Challenges

Design Session Update & Challenges

- Design Session Objectives
  - Wave 1: Gather business requirements
  - Wave 2: Confirm business requirements and SAP functionality
- BST Lead Meeting Feedback Recap
  - Communications protocol
    - Design Session substitutions
    - Design Session schedule adjustments
    - Technical challenges
    - BEACON HR/Payroll Project website
  - Purpose of JAD Sessions and Design Sessions
  - Design Session attendance
  - Questionnaire returns
- Further feedback from BST Sponsors?

Project Governance

Project Governance

BEACON Support Teams

Program Steering Committee

BEACON HR/Payroll Project Team

Change Mgmt. Oversight Committee (CMOC)

Standardization Committee

Upcoming Project Activities

Upcoming Project Activities

What do we need from your agencies?

- Validate agency position classification information requested by BEACON HR/Payroll Project Team
- Communicate Subject Matter Expert substitutes for Design Sessions to BEACON HR/Payroll Project Team as needed
- Encourage Subject Matter Experts to continue answering and submitting Design Session questionnaires
- Continue supporting attendance at Wave 1 Design Sessions

Upcoming Project Activities

What can you expect from us?

- Validate agency position classification information
- Continue developing organizational risk assessment and approach for implementing change strategies to mitigate project risks
- Distribute Wave 2 Design Session invitations/communications
- Continue developing communications strategy and plan
- Update website on weekly basis
- Draft July/August edition of “The BEACON View” newsletter
- Finish drafting agency specific scorecard information
- Distribute BEACON HR/Payroll Project Team contact information

Upcoming BST Sponsor Meetings

Date	Time
Tuesday, August 29th	10 am – 11 am
Tuesday, September 26th	10 am – 11 am
Tuesday, October 24th	10 am – 11 am
Tuesday, November 28th	10 am – 11 am
Tuesday, December 19th	10 am – 11 am

BEACON HR/Payroll Project Resources

If you have any questions pertaining to the BST, please contact:

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Appendix: BST Lead Meeting Feedback & Solutions

Communications Protocol – Design Session Substitutions

BST Lead Feedback:

- Need consistent SME substitution notification protocol for Design Sessions

Solution:

- All substitution requests sent to appropriate functional teams:
  - Human Resources: beacon.hr@ncosc.net
  - Payroll: beacon.pay@ncosc.net
  - Time: beacon.time@ncosc.net
  - Training & Events: beacon.pdte@ncosc.net
  - Integration: beacon.int@ncosc.net
- General feedback or questions concerning project referred to Communications Team at beacon.comm@ncosc.net

Communications Protocol – Schedule Adjustments

BST Lead Feedback:

- Need adequate communications sent to SMEs and BST Leads concerning Design Session schedule adjustments

Solution:

- Any change in schedule made within 3 days of a Design Session will be communicated via email and phone:
  - Email sent to all Design Session attendees with copy to respective agency BST Leads
  - Phone calls placed to each SME scheduled to attend the Design Session

Communications Protocol – Technical Challenges

BST Lead Feedback:

- Need alternative method for sending emails with attachments to BST members

Solution:

- Presently examining this issue and will develop an alternative plan to send information out to BST members
- One idea includes the use of web links via email that lead BST members to important announcements and project documents

Communications Protocol – Project Website

BST Lead Feedback:

- Need BEACON HR/Payroll Project website that provides updated information to BST members

Solution:

- Website will soon be updated frequently with relevant project information
- A password protected section will be provided which allows BST members to access presentations, invitations, questionnaires, and other relevant documents
- Email with link to new documents posted on the website will be sent to BST members
- Important updates, schedule changes, and other announcements concerning the BEACON will be provided by the website

JAD Sessions and Design Sessions Explained

BST Lead Feedback:

- Need clarification between Joint Application Design (JAD) and Design Sessions

Solution:

- JAD sessions were held to gather general business requirements which helped the State select SAP as the software solution that met its needs
- Design Sessions are being held to document detailed business process information and business requirements which will help us configure the new system in SAP
  - We are currently building the foundational infrastructure that will be used to implement the basic functionality; not all of the requirements identified during the JAD sessions will be implemented during this first phase
  - A general scope document is being drafted that will be posted on the BEACON website that addresses requirements that are in scope for this phase of the project
- We will make a conscious effort to leverage the capabilities of SAP to address all the requirements identified in the JAD sessions as we implement this solution in future phases of the project

Design Session Attendance

BST Lead Feedback:

- Need mandatory attendance at all Design Sessions

Solution:

- All BST Leads need to confirm with the agency SMEs that they will attend the full Design Session with which they were invited
- SMEs must attend all of multi-day Design Sessions
- If a SME cannot attend the full session, please designate a substitute to attend in the SME's place
- BEACON HR/Payroll Project Team will work harder to avoid ongoing agency scheduling conflicts

Questionnaire Returns

BST Lead Feedback:

- Need to complete and return questionnaires to BEACON HR/Payroll Project Team

Solution:

- BST Sponsors/Leads should remind SMEs to return Design Session questionnaires as soon as possible
- For some agencies, one completed questionnaire was sent back on behalf of numerous SMEs designated to answer the questions
  - The primary agency-designated SME for each Design Session or the BST Lead should contact the functional teams via email to confirm if one completed questionnaire was sent back on behalf of a group of agency-designated SMEs